

STANDARD FORM NO. 64

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Physical Security Division/SO

DATE: 18 July 1955

FROM : Chief, Records Management Staff/MS

SUBJECT: Destruction of Classified Documents

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1. Regulation [] paragraph H(3), requires that the destruction of secret and confidential documents, not registered, "be recorded in the appropriate logs." However, proposed Regulation [] which rescinds this paragraph, requires no logging of the destruction of this type material.

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2. In view of the proposed rescission, and since such a requirement would be extremely detrimental to the Agency Records Management Program it is requested that your office concur in the destruction, without logging, of secret and confidential documents.

/s/

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CONCURRENCE:

/s/ *

Chief, Physical Security Division/SO

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* Proposed Regulation [] does not rescind the requirement of logging. An exception to the requirement, however, is being granted by this memo providing that a record of material destroyed is maintained by category of material, file names, subject or other means of identifying, by general description, the nature and kind of material destroyed.

[]
18 July 1955

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